


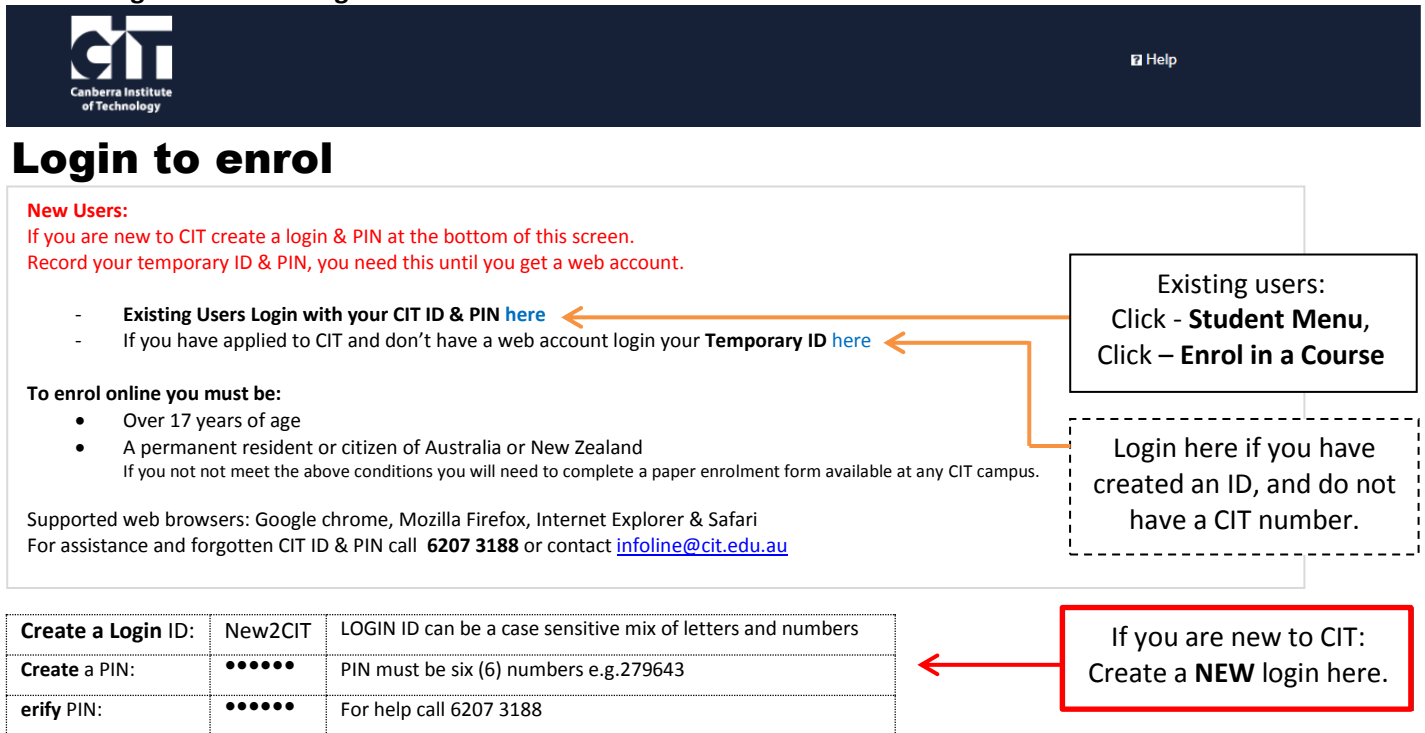
- Choose a course from www.cit.edu.au/courses
- Click  on the course web page.

The **Apply Now** page will show the chosen **course** with it's **Enrolment type**.

- Click on the relevant course **Enrolment type** , this is displayed under the course title.

You will be asked to **Login** or **Create a login** – as shown below:

1. Login or create a login



CIT Canberra Institute of Technology Help

Login to enrol

New Users:
If you are new to CIT create a login & PIN at the bottom of this screen.
Record your temporary ID & PIN, you need this until you get a web account.

- Existing Users Login with your CIT ID & PIN [here](#)
- If you have applied to CIT and don't have a web account login your Temporary ID [here](#)

To enrol online you must be:

- Over 17 years of age
- A permanent resident or citizen of Australia or New Zealand

If you not meet the above conditions you will need to complete a paper enrolment form available at any CIT campus.

Supported web browsers: Google chrome, Mozilla Firefox, Internet Explorer & Safari
For assistance and forgotten CIT ID & PIN call **6207 3188** or contact infoline@cit.edu.au

Existing users:
Click - **Student Menu**,
Click – **Enrol in a Course**

Login here if you have created an ID, and do not have a CIT number.

If you are new to CIT:
Create a **NEW** login here.

Create a Login ID:	New2CIT	LOGIN ID can be a case sensitive mix of letters and numbers
Create a PIN:	••••••	PIN must be six (6) numbers e.g.279643
erify PIN:	••••••	For help call 6207 3188

2. The 'Enrolment Type' should be pre-filled, it should match the details on the [course web page](#)

Select an Enrolment Type

Click **Continue** if the Enrolment Type matches your chosen course of study.
The Enrolment type will determine the list of programs available to study, you can find Enrolment Types on the [course information page](#)

Enrolment type not in the list?
Enrolment for these types of programs have closed. For help call CIT Student Services on 6207 3188

Enrolment Type:

- Bachelor
- Bachelor
- Full fee
- Nursing
- Portfolio - Full fee
- Portfolio - Standard
- Skills Training
- Standard

Continue

The 'Enrolment Type' should be pre-filled.
Click **Continue**.

3. Admission term and name

Enrol - Step 1

Enter your **full name** as on your e.g.drivers licence,birth certificate or passport. Your name will be matched to the name used to obtain a Unique Student Identifier (USI)
The Admission Term is the Semester you wish to apply for.

* - indicates a required field.

Enrolment Type:	Standard
Admission Term:*	Semester 1 2018 ▼
First Name:*	New
Middle Name:	
Last Name:*	Student

Continue

Enter your **full legal first name**, enter your **full legal last name**. Names must match your identification.

4. Enrol Checklist - You need to complete all sections before submitting.

Enrol - Step 1 Checklist

* Complete all sections

* Planned Course of Study	* Mobile and Mailing Address
* Australian Address and Phone	* Personal Information

Click on 'Planned Course of Study'

5. Select course of study

Planned Course of Study (Checklist item 1 of 4)

Click continue if your course has been pre-selected.
OR
Choose the course you want to study from the drop down list.
If the course is not in the list it may be under a different enrolment type, check on the [course information page](#).
For assistance contact CIT Student Services (02) 6207 3188 or infoline@cit.edu.au

* - indicates a required field.

Planned Course of Study: * BAR SERVICE, STATEMENT OF ATTAINMENT, SA-TH77 ▼

Continue

Your course should be **pre-selected**. Click **CONTINUE**.

6. You will be asked to enter your address & phone numbers

Australian Address and Phone (Checklist item 2 of 4)

* - indicates a required field.

Residential Address

Unit Number:	<input type="text"/>
House Number:*	<input type="text" value="1"/>
Street Name:*	<input type="text" value="Smith Street"/>
Building/Property:	<input type="text"/>
Post Code*	<input type="text" value="2617"/>
Suburb/Town*	<input type="text" value="BRUCE - ACT"/>
State*	<input type="text" value="ACT"/>
Phone (Not mobile)	<input type="text" value="02"/> - <input type="text" value="61112222"/>

Click continue to enter a mobile number.

Continue

Enter your details then
Click **CONTINUE**.

7. Enter your citizenship status, email address and date of birth

Personal Information (Checklist item 4 of 4)

To enrol online you must be:

- Over 17 years of age
- A permanent resident or citizen of Australia or New Zealand

For all other applications you will need to complete a paper enrolment form.

* - indicates a required field.

Citizen/Permanent Resident of Aust/NZ:*	<input type="text" value="Citizen/Perm Res of Aus/NZ"/>
Email:*	<input type="text"/>
Verify e-mail address:*	<input type="text"/>
Gender:*	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Not Specified
Birth Date:*	Day <input type="text" value="None"/> Month <input type="text" value="None"/> Year (YYYY) <input type="text"/>

Continue

Enter your details then
Click **CONTINUE**.

8. Submit your application to study.

Enrol - Step 1 Checklist

* Complete all sections

- | | |
|--|--|
| <input checked="" type="checkbox"/> Planned Course of Study | <input checked="" type="checkbox"/> Mobile and Mailing Address |
| <input checked="" type="checkbox"/> Australian Address and Phone | <input checked="" type="checkbox"/> Personal Information |

Submit

When all sections appear
with a tick ✓, click
'Submit'

8. Receipt of Application.

Receipt of Application

To select your classes you will need Class Reference Numbers (CRNs) or a Block Code for:
BAR SERVICE, STATEMENT OF ATTAINMENT, SA-TH77

CIT ●●●●● is your CIT ID. Use it to login to our online systems.

Your PIN is initially set to your date of birth in DDMMYY format, by continuing you will automatically be emailed a copy.

To enrol into classes:

1. Click the button below. **New users will need to login securely using your CIT ID and PIN.**
2. Click on **Student Menu**.
3. Click on **Step 2 Enrol into Classes**, enter your educational history details, verify your USI once with CIT.
4. Accept the **Terms and Conditions of Enrolment**.
5. Select the **Semester** you want to enrol into.
6. Select the **Study Path** that matches your course, click **Submit**.
7. **Add/drop Classes:** to enrol into classes enter CRNs (one per box) and/or select a Block Code from the drop down list.
8. Click **Submit classes** adjust your classes if necessary.
9. Click **Finish** to complete enrolment, you will be directed to My Account where you can check and pay your invoice/s.

Continue

READ CAREFULLY.

Automatic admission is not available for all courses.

Click “Continue”

An email will be sent with your CIT ID. New users need to login securely. Enrol into subjects via the Student Menu.

Information for courses with the following Enrolment types:

Bachelor

Nursing

Portfolio - Full fee

Portfolio - Standard

Apprentice

- The screen will display a letter, read the information and wait for CIT to contact you with details on how to enrol. Click EXIT.

If you are a new student and want to apply for another course of study, login with the ID that you created (temporary ID).

All students must get a [Unique Student Identifier](#) before enrolling into classes at CIT.

Students will be required to verify their USI once at CIT during the enrolment process.

The USI must match your: First name, last name & date of birth.

Proof of identification is required for admission and to receive a CIT student card.

Be prepared to bring these documents to an enrolment session or interview:

- current passport or proof of citizenship
- current driver’s license
- birth certificate
- Centrelink, Health Care or Pension Card

Identification can be emailed to infoline@cit.edu.au or brought into any Student Services location.